



CITY OF HOUSTON

Job Posting

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Applications accepted from:	All Interested Persons
Job Classification	GIS Analyst
Posting Number	PN# 110604
Department	Houston Emergency Center
Division	Information Technology Services
Section	
Reporting Location	5320 N. Shepherd*
Workdays & Hours	M - F, 8 a.m. – 5 p.m.*
	*Subject to change

DESCRIPTION OF DUTIES

Performs professional GIS functions related to the assigned department

CORE FUNCTIONS

- Experience writing activity/process workflows and documenting procedures is required. Uses established procedures to create and maintain data files, maps, reports and analyses. Researches and evaluates source data using established methods. Special projects as assigned
- Fluent with ArcGIS Desktop and some experience training other personnel in its use required. Geocodes data files (addresses, X-Y and Lat-Long); enters, corrects and modifies data.
- Competent with geo databases and ArcSDE. Develops and implements data topology methods and procedures.
- Familiar with ArcObjects and can interact with programmers to extend ArcGIS and create stand-alone applications. Converts data from one software platform to another.
- Familiar with ArcIMS, Arc Server recommended, as is familiarity with GIS legacy systems.
- Demonstrate attention to detail when working with data and displays. Strong working knowledge of MS Office, particularly Access and Excel. Prepares and edits articles, documentation, and reports.
- Comfortable giving presentations to groups and participating in external department activities

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc. The position is in an office environment with occasional exposure to office chemicals and extensive use of computer video display terminal.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Geographic Information Science, Planning, Geography, Computer Science or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Five (5) years of experience in GIS systems, design, and/or a closely related field are required.

MINIMUM LICENSE REQUIREMENTS

None

PREFERENCES

Preferences will be given to candidates with experience in a Public Safety environment. Experience in performing the GDI Tools conversion process as it relates to a CAD ALTARIS system. Public speaking skills are desired.

SELECTION/SKILLS TESTS REQUIRED None

SAFETY IMPACT POSITION ☒ Yes ☐ No

If yes, the position is subject to random drug testing and if a promotional position, candidate must pass an Assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 20
\$1,151.00 - \$1,996.00 Biweekly \$29,926.00 - \$51,896.00 Annually

OPENING DATE May 24, 2006

CLOSING DATE Open Until Filled

APPLICATION PROCEDURES

Original applications only with resume are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Level. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

Telecommunication Device for the Deaf (TDD) Number is (713) 837-9496

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